

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Field Assistant BHI</b>	<b>Location:</b>	<b>Warrap/Twic</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of Contract:</b>	<b>TBC</b>
<b>Role type:</b>	<b>National</b>	<b>Grade</b>	<b>4</b>
<b>Travel Involved:</b>	<b>Up to 80%</b>	<b>Child safeguarding level:</b>	<b>2</b>
<b>Reporting to:</b>	<b>Boma Health Initiative (BHI) Officer</b>	<b>Direct reports:</b>	<b>None</b>

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organizations specializing in the comprehensive prevention, control, and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. Malaria Consortium works on malaria is being increasingly integrated with other similar public health interventions for greater impact and therefore expanding our remit to include maternal, newborn and child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

### Country and project background

Malaria Consortium began activities in South Sudan in 2005, its main office is in Juba and sub offices in Aweil, Northern Bar el Ghazel, Jonglei and Upper Nile. Its programme areas include Integrated Community Case Management (ICCM), Boma Health Initiative, Nutrition for children under five years of age, health systems management, and LLIN mass distribution. We also work with the MoH on policy and guideline development. These programs are currently funded by UNICEF, Health Pooled Fund (HPF) and Global Fund. The Health Pooled Fund is a consolidation of funding from the British Government's Department for International Development (DFID), the Government of Canada, the European Union, the Swedish

International Development and Cooperation Agency (SIDA), and the United States Agency for International Development (USAID) and aims to support the Government of South Sudan in reducing maternal and infant mortality, ensuring universal coverage, and improving the overall health status as well as the quality of life of the South Sudanese population.

The Health Pooled Fund is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

The Essential Health Services Project (EHSP) is funded by UNICEF and aims to support the Government of South Sudan in reducing maternal and infant mortality through the delivery of low cost, high impact essential health services to about 2 million of the population living in the former Upper Nile and Jonglei States. The EHSP is based on a county model, whereby support is provided to the county health departments for the delivery of Primary Health Care services, health system strengthening and strengthening of community ownership.

### **Job purpose**

The Field Assistant – BHI will support in overseeing and implementing all aspects of BHI activities at Payams, Boma and Household levels. The Post holder will support in planning, implementation, reporting and coordination with Payams and county level stakeholders.

### **Scope of work**

The role of Field Assistant is to work closely with the Boma Health Initiative (BHI) Officer and staffs to ensure quality implementation and delivery of BHI services at the community level. This is through the timely delivery of BHI commodities and supplies, provision of supportive supervision, training, and documentation of program activities. Postholder will provide supportive supervision and training to BHT Payam Supervisors and BHTs. Postholder will ensure correct diagnosis, treatment, and referral of children keeping targets in mind. Postholder will interact with the County Health Department, Payams Administrator, and Boma Health Structure to keeps them updated on the progress of the program, joint planning and ensures implementation of the planned activities.

### **Key working relationships**

**Internal:** Interacts with; Logistics staff, Finance and monitoring and evaluation departments staff

**External:** Relates with Payam Administrator, the Public Health Officer and Nutrition Officer of County Health department, BHT Payam supervisors, and BHTs as well as other health/nutrition implementing partners at Payam and County level.

### **Key accountabilities**

The successful candidate will be responsible for the following duties:

#### **Program Implementation, treatment tracking and management (70%)**

- Support the BHI Officer BHI activities at Payams level; this includes timely implementation of work plan, planning meetings, commodity distributions, BHI activities, Surveys and reporting.
- Ensure accountability of received commodities and supplies through tracking consumption levels and review of reconciliation reports

- Work with the assigned County BHI Officer for capacity building of volunteers (BHT and BHT Payam Supervisors) through training, on-job support and quality supervision.
- Track program targets and timely implement the planned activities to ensure program meets targets and ensure correct reports from BHT and BHT Payam Supervisors, prior to its submission.
- Maintain a good relationship and work jointly with CHD – Public Health Officer, BHI structure and EHSP staff to undertake home visits.
- With support and guidance from the BHI Officer, manage and supervise the BHT Payam supervisors and BHWs in the county
- Assist the BHI Officer in the preparation of the financial requests and cash forecasts to ensure timely implementations o the planned activities in the operational communities in the county.

#### **Reporting & data quality control (10%)**

- Review all volunteer reports after complete review and correction, provide feedback on areas which needs corrections and submit the hard copy report to the BHI Programme Manager for onward submission to M&E department in time on a monthly basis.
- Assist BHI Officer and BHI Program Manger on the data quality queries raised by the M&E department and ensure identified issues are rectified in time with support from other team members.
- Ensure submission of monthly reports, success stories, trip reports etc. to keep the BHI Programme Manager abreast with the program implementation at Payam level.

#### **Coordination and representation (10%)**

- Liaise with key partners including Payams Administrator, County Health Department, Community Chiefs, Boma Heads, other stakeholders (as necessary) and Boma Health Structure
- Ensure strong coordination at Payams level between the Boma Health Initiative and EHSP Primary Health Care activities
- Attend health and nutrition coordination meetings at the Payams or County level as directed by the BHI Programme Manager.
- Establish good working relationships with health and other nutrition services (TSFPs and SCs) with special attention to referral cases.

#### **Administrative and other duties (10%)**

- Provide monthly written reports on activities to the Programme Officer.
- Support the BHI Officer /Program Manager to prepare the financial requests for the implementation of program activities in the field and ensure the timely reporting of expenditure.
- Ensure the timely preparation of the monthly activity workplan and ensure role complementarities in achieving the set treatment target.
- Participate in the follow-up of supplies consumption and timely place orders to replenish the supplies
- Make monthly physical inventory of all BHI commodities supplies
- Timely handle any other duties as required by the line manager.

### **Person Specifications**

#### **Qualifications and Experience**

##### **Essential:**

- Clinical Officer, nurse or Public Health qualifications

- At least two years' field experience in related field
- Experience of conducting quality supportive supervision and data use
- Experience in data entry and Record Keeping
- Republic of South Sudan national, preferably from NBeG.

***Desirable:***

- A broad range of experience including logistics, training and capacity building
- Experience working in drug/commodity supply management and logistics

**Work-based skills**

***Essential:***

- Knowledge of local language in the area
- Ability to communicate effectively with a variety of audiences including CHD, VHC and community leaders
- Strong negotiation and communication skills
- Good planning and organisational skills
- Good written and spoken English
- Basic computer skills particularly Microsoft Office
- Attention to details
- Flexible and ability to work both as an individual and as a team member
- Able to work under pressure and multitask in challenging circumstances.
- Committed to Malaria Consortium's vision and mission

***Desirable:***

- Ability to find solutions to program activities implementation problems in a challenging environment
- Fluent in Arabic, Dinka or Luo is added advantage

<b>Core competencies:</b>
<b>Delivering results</b>
<p><b>LEVEL B – Takes on pieces of work when required and demonstrates excellent project management skills</b></p> <ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<p><b>LEVEL A - Gathers information and identifies problems effectively</b></p> <ul style="list-style-type: none"> <li>✓ Interprets basic written information</li> <li>✓ Attentive to detail</li> <li>✓ Follows guidelines to identify issues</li> <li>✓ Recognises problems within their remit</li> <li>✓ Uses appropriate methods for gathering and summarising data</li> </ul>
<b>Interpersonal and communications</b>
<p><b>LEVEL A – Listens and clearly presents information</b></p> <ul style="list-style-type: none"> <li>✓ Actively listens and pays attention</li> <li>✓ Presents information and facts in a logical way</li> <li>✓ Shares information willingly and on a timely basis</li> <li>✓ Communicates honestly, respectfully and sensitively</li> </ul>
<b>Collaboration and partnering</b>
<p><b>LEVEL B - Collaborates effectively across teams</b></p> <ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<p><b>LEVEL A - Open to learning, and responds positively to feedback</b></p> <ul style="list-style-type: none"> <li>✓ Willingness to manage own development and performance</li> <li>✓ Builds capacity of colleagues by sharing knowledge (induction) and acting as induction 'buddy' when asked</li> <li>✓ Open to learning new things</li> <li>✓ Responds positively to feedback from others</li> <li>✓ Identifies mistakes and takes positive steps to improve</li> </ul>
<b>Flexibility/ adaptability</b>
<p><b>LEVEL A – Recognises own stress levels and adapts</b></p> <ul style="list-style-type: none"> <li>✓ Recognises limitations and takes steps to manage any resulting pressure or stress</li> <li>✓ Remains focused on objectives and goals in a rapidly changing environment</li> <li>✓ Takes responsibility for own work and for the impact of own actions</li> </ul>
<b>Living the values</b>
<p><b>LEVEL A - Demonstrates Malaria Consortium values</b></p> <ul style="list-style-type: none"> <li>✓ Demonstrates integrity, honesty and fairness in dealing with colleagues and stakeholders</li> <li>✓ Maintains ethical and professional behaviour in line with Malaria Consortium's values</li> <li>✓ Treats all people with respect</li> </ul>
<b>Strategic planning and thinking and sector awareness</b>
<p><b>LEVEL A - Manages own workload effectively</b></p> <ul style="list-style-type: none"> <li>✓ Plans and manages own workload effectively</li> <li>✓ Is familiar with Malaria Consortium's mission and current strategic plan</li> <li>✓ Understands own contribution to Malaria Consortium's objectives</li> </ul>